

DOE American Recovery and Reinvestment Act (ARRA) Local Plan Instructions

Overview

Purpose

- The DOE ARRA Local Plan will act as a tool to collect the information necessary to:
 - Complete the DOE ARRA State Plan,
 - Conduct additional analysis necessary to identify capacity issues and other related needs, and
 - Build the foundation for monitoring progress throughout the term of the contract.

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DOE ARRA Local Plan	
Attachment A: 2009 ARRA Allocation	
Attachment B: Ramp Up Schedule	
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References	
ARRA Federal Opportunity Number DE-FOA-0000051	
DOE Weatherization Program Notice (WPN) 09-1	
CSD Energy Provider & the Recovery Act Webinar, March 30, 2009	

Submittal Requirements

Submittal Required

- The DOE ARRA Local Plan and attachments are **required** to be completed and submitted by all agencies who wish to participate.
- If an agency elects not to participate, only the Contact Information and Participation Refusal sections on page 1 of the DOE ARRA Local Plan need to be completed and returned by the due date to verify abstention.

Documents Required to Submit

Document	Primary Purpose
DOE ARRA Local Plan	To provide a general outline of ramp up plans for inclusion into the State Plan
Ramp Up Schedule	<ul style="list-style-type: none"> • To provide quarterly schedules for: <ul style="list-style-type: none"> • Expenditures • Unit production • Job creation for agency & subs • Vehicle & equipment purchases
Training Logs for Current Field Staff and Subcontractors Employees	To determine training needs of current field staff and coordinate expansion of weatherization training curriculum
Diagnostic Equipment Log	<ul style="list-style-type: none"> • To determine equipment needs • To identify opportunities for bulk purchases
Disclosure of Findings	To help gauge the organizational strength and capacity of an agency for administering ARRA funding
Disclosure of Legal Proceedings	

Critical Dates

Event	Date
Local Plans Due from Network	Thursday, April 9, 2009
Local Plan Review by CSD	April 10 & April 13, 2009
Release of State Plan (tentative)	April 21, 2009
Public Hearing (tentative)	May 1, 2009
State Plan Submittal to DOE	May 12, 2009

Submittal Method

- Email to localplan@csd.ca.gov
- You will receive a confirmation email from CSD within 1 business day.

Late Submittals

- **Late submittals will NOT be accepted and participation in the ARRA program will be denied.**
- Allocated funds will be redistributed to a qualified entity with the capacity to provide the required services within the service territory.

Review of Local Plans

- All plans will be reviewed by CSD staff for realistic ramp-up plans, capacity building, and thoroughness.
 - It is important that an appropriate agency staff be available during the review period to answer any questions from CSD staff so that local plans can be processed promptly.
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General Information

Contents of Local Plan

- The Local Plan will require information in the following subject matters:
 - General ramp up plans
 - Outreach plans
 - Quality assurance / program management
 - Prevailing wage classification choices
 - Workforce development
 - Vehicle and equipment purchases
 - Ramp up schedule for expenditures, unit production, job creation, and vehicles & equipment
 - Training & diagnostic equipment logs
 - Disclosures of findings and legal proceedings
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Future Changes to Program

If program requirements change in the future and are significant in nature, agencies will have the opportunity to revise their Local Plan.

Contract Term

- The ARRA contract will be for a 27-month term beginning July 1, 2009 and ending September 30, 2011.
 - The remaining 6 months of the grant through March 31, 2012, will be used to redistribute funds within the service territory of underperforming agencies, if needed.
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Executed Contract

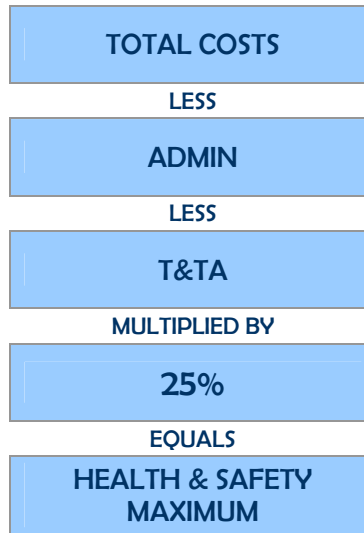
- Signed contracts will be due back to CSD within 30 days.
 - In order to expedite the contract approval process at the local level, special board meetings may need to be held.
 - **No activities resulting in expenditures to the ARRA program can begin until after an executed contract is in place.**
 - A contract is not considered fully executed until a service provider has received a signed and certified contract by return mail.
 - Expenditures incurred prior to this date will be disallowed.
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Quality Assurance

- Increased oversight of program operations, employees and subcontractors are critical components of ARRA in assuring transparency and accountability.
 - As part of the Local Plan, agencies will be required to discuss their plans for meeting this assurance.
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Budget Considerations

Advances	<ul style="list-style-type: none">• Advances of 25% will be made on 50% of the total allocation once a contract is executed.• A second advance of 25% will be made on the second 50% if DOE has released the remainder of the grant and the agency has met all performance requirements.
Performance Threshold Requirement	<ul style="list-style-type: none">• Agencies will be required to spend 50% of their funds by the end of the fifth quarterly reporting period or September 30, 2010, in order to continue to participate in the program.• The Ramp Up Schedule must reflect an estimate of when the funds will be expended throughout the contract period.• Refer to Ramp Up Schedule, Attachment B.
Accounting	ARRA funds can be used in conjunction with other funding sources as necessary to complete projects, but tracking and reporting must be separate to meet the reporting requirements of the Recovery Act and related OMB Guidance.
Admin	Additional administrative funds are not available to those agencies whose total DOE allocation exceeds \$350,000 for the ARRA program. The \$350,000 limitation was not increased for this grant.
T&TA	<ul style="list-style-type: none">• DOE has increased the amount of allowable T&TA in order to meet the need for workforce development and meet the administration's job creation goals.• The funding allocated to each agency for T&TA is tentative and may be increased depending upon further analysis based upon the cumulative needs of the network. For planning purposes, please use this minimum allocation currently included in the attached allocation spreadsheet.
Health & Safety	<ul style="list-style-type: none">• The average maximum for energy-related health & safety measures will remain at 25% of program operations.• Health & safety limitations will be strictly enforced with monitoring based upon the following formula using EARS data.



Multi-County Agencies

- In order to ensure equity in each county:
 - County allocations must be spent within the county for which it was allocated.
 - The 50% performance threshold must be met in each county.
 - The maximum average for health & safety is applicable on a county-by-county basis.

Pollution Occurrence Insurance

Pollution occurrence insurance (POI) is no longer required.

Maximum Average per Unit

New Maximum Average

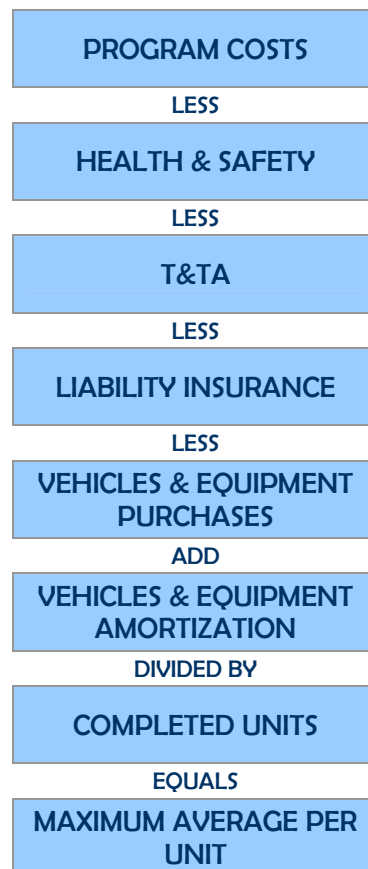
The maximum average per unit has been increased to \$6,500.

Applicability of New Average

- The maximum average will apply to all DOE funds beginning Program Year 2009.
 - It is not applicable to Program Year 2008.
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Calculating the Maximum Average per Unit

CSD will be monitoring the maximum average per unit based upon the following formula using EARS data.



Prevailing Wage

Requirement

- All laborers and mechanics employed by service providers **AND their subcontractors** on projects funded directly by or assisted in whole or in part by and through ARRA shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor.
- DOE is still researching this issue and has yet to issue any definitive guidance.

Responsible Agency

DOE is responsible as the contracting Agency for this program and must work with Department Of Labor to determine the job classifications for States to use.

Determining What Wages to Pay

- Until some guidance is issued, each agency will have to determine what wages to pay for budgeting purposes only.
 - You need to review residential job classifications for plumbing, electrical, and general laborer.
 - Each county has their own set of job classifications and sub-classifications within job classifications. The job classifications are not identical in each county.
 - You will need to go to the Wage Determinations OnLine.gov at <http://www.wdol.gov/Index.aspx>
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Measure Installation

Allowable Measures

- Although the maximum average per unit has increased, all measures to be installed must meet DOE criteria for cost effectiveness and CSD installation standards.
- The list of measures currently allowable under the DOE contracts will not be expanded except for the addition of mechanical ventilation.
- The program's flexibility to improve the health and safety of low-income persons served is intended to mean "energy-related" health and safety. Agencies are reminded that the primary goal of the weatherization program is energy efficiency.
- Inspections and monitoring will be expanded to ensure that DOE funds are only used for purposes as intended by ARRA.

Assessments and Diagnostics

- A standardized assessment form is currently being developed for quality control purposes and will be required for all CSD weatherization and HCS programs.
- Blower door tests will be required on 100% of all DOE units.

Energy Audit & Priority List

- A study is currently being performed using computer simulations for the purposes of choosing a new energy audit tool and creating a more expanded priority list.
 - The new energy audit tool and priority list needs to be approved by DOE.
 - Although this task is scheduled to be completed by July 1, 2009, CSD may need to extend the timeframe to accommodate the mandatory training required for implementing the new energy audit and priority list.
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Training

Training Requirements

- Training requirements are currently under review. In order to assure quality and statewide standardization, training requirements will be increased for current and new employees and subcontractors.
 - With the information being provided through the Local Plan process, CSD will be performing an analysis to determine statewide need and investigating various partnerships to develop plans to increase training capacity.
 - The requirements will be released within the next couple of weeks once the review is complete. It will not be available by the Local Plan due date.
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Vehicles & Equipment

Vehicle & Equipment over \$5,000 Per Unit

- All vehicles and equipment over \$5,000 per unit require CSD and DOE approval. This requirement is applicable to all DOE program funds.
 - Approval is required even if the purchase is leveraged and less than \$5,000 is charged to a CSD program.
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Vehicle Lease with Purchase Option

DOE does not need to approve a vehicle lease that does not include a “purchase option.” But if a lease-purchase option is proposed and even if the purchase price is as small as one dollar, DOE would need to approve the purchase of the vehicle.

Restrictive Use of T&TA Funds

T&TA funds cannot be used for purchases of vehicles **or equipment**.

Amortized Cost

- The amortized cost of the vehicle and equipment purchases over \$5,000 per unit is included as part of the maximum average per unit.
 - **The cost is amortized over the life of the CONTRACT OR vehicle/equipment.**
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Diagnostic Equipment Log

- In order for CSD to research bulk purchases for CO analyzers, blower doors, and Duct Blusters, a log of the current diagnostic equipment inventory is required to be submitted as part of the Local Plan.
 - **[Refer to Diagnostic Equipment Log, Attachment D.](#)**
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Reporting

Additional Reporting

- At a minimum, agencies will be required to report on a quarterly basis:
 - Jobs created at agency and subcontractor level
 - Jobs retained at agency and subcontractor level
 - Training hours at agency level
 - Vehicle and equipment purchases over \$5,000 per unit
 - This information is to be included in ARRA Quarterly Progress Reports. The State report is due to DOE by the 10th of the month following the end of each quarter.
 - Additional reporting may be required for energy savings.
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Reporting Frequency

- Reports will be due by the 5th of each month for the standard CSD Activity Expenditure Report.
 - Reports will be due by the 5th of the month following the end of each quarter for the additional reporting data.
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Required Disclosures

Disclosure of Findings

- Each agency shall provide a list of all non-CSD programs the agency engaged in within the past three years.
 - The list shall contain:
 - Name of program
 - Name of Non-CSD funding source
 - Contact person
 - Phone number and email address
 - Current status of the program and the reason for any program terminations
 - A summation of any findings and recommendations
 - This list shall be an attachment to the Local Plan and may be in any electronic format.
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Disclosure of Legal Proceedings

- Each agency shall provide a list of all legal proceedings that the agency is currently involved in.
 - This list shall be an attachment to the Local Plan and may be in any electronic format.
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Submissions

If not already on file with CSD, each agency will be required to submit the following documents as part of the contract process prior to the execution of their ARRA contract:

- Cost Allocation Methodology
 - Procurement Policy
 - Conflict of Interest Policy
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